**Electronic submission and assessment**

**Frequently asked questions for students**

The University of Sussex e-Submission and e-Feedback project is a three year initiative to establish processes for electronic submission of work by students and electronic marking and return of feedback by academic staff. The University will use Turnitin and GradeMark as the technical infrastructure to support the project, further information on these is given below.

The following guidance deals with student questions about University policy. Practical guidance on how to submit electronically is provided by the Technology Enhanced Learning Office at: [www.sussex.ac.uk/tel/submission](http://www.sussex.ac.uk/tel/submission).

**1. Will I need to submit my assessments electronically?**

If you are a first year undergraduate student beginning your course in 2014, you will electronically submit most text-based assessments such as essays and reports through your module pages in Study Direct. If you are a second year student taking a level 4 module which has electronic submission, then you will also submit electronically.

Where work is submitted electronically, academic staff will also mark electronically and your feedback will be accessible from Sussex Direct.

In due course, e-Submission and e-Feedback will be made available to all undergraduate and postgraduate students.

**2. What are the benefits of e-Submission and e-Feedback?**

Student feedback has shown that there is high demand for electronic submission. The University expects there will be a number benefits for students, including:

* You will be able to submit assessment from any computer with an internet connection. You will not need to make a special trip to campus or queue at a School Office.
* You will be able to able to easily access high quality and timely feedback on your work.
* You will not be required to print your work, and will therefore save time, money and contribute to the University’s commitment to environmental sustainability.

**3. How do I know which assessments need to be submitted electronically?**

Some assessments are not suitable for e-Submission, either because of their format or for technical reasons. You should therefore be aware that you will submit some assessments electronically and others to your School Office.

You can find out how each of your assessments should be submitted by consulting Sussex Direct. The information published includes:

* Submission point (i.e. shows whether submission is electronic or to the School Office)
* approved assessment mode(s) (whether the assessment is an essay, report etc)
* weighting (how much the assessment contributes to the overall module mark)
* word lengths
* in person assessment duration
* deadline (date and time)

**4. How do I submit my work electronically?**

The electronic submission process is straightforward and uses a simple document upload interface in Study Direct. Full instructions on e-Submission are provided at the following link: [www.sussex.ac.uk/tel/submission](http://www.sussex.ac.uk/tel/submission)

**5. What is Turnitin?**

Turnitin is an electronic submission and originality checking service, which is used by many universities to facilitate e-Submission and promote good academic practice. All assessed worked submitted electronically will be uploaded to the Turnitin database and stored there in perpetuity for the sole purpose of originality checking. An Originality Report will be produced and made available to the marker.

In addition, prior to submission, students can independently use the Turnitin facility as a developmental tool.

**6. How will markers use the Originality Report?**

Turnitin will provide a percentage of content of the work matched to other sources within its database, known as the ‘Similarity Index’. However, a high Similarity Index is not automatically interpreted by markers as an indication of academic misconduct by the student. This is because Turnitin will match all text identified from the sources in its database regardless of whether or not it has been quoted or cited correctly, purely due to the fact that it has been identified as being unoriginal. Commonly used phrases, titles of publications, use of templates and group work may also be presented as unoriginal text.

Any decision to investigate a concern regarding academic misconduct is a matter of academic judgement after careful review of assessed work, using the Originality Report and Similarity Index as supporting indicators only.

**7. What is GradeMark?**

GradeMark is the marking tool which academic staff use to mark and grade work that has been submitted electronically.

**8.** **How many times can I submit work electronically?**

You can submit work electronically as many times as you like up until the submission deadline. Each new submission will over-write the previous submission. Once the deadline passes the marking process begins and you cannot re-submit your work.

If the deadline has passed and you have not submitted, you may be able to submit up until seven days after the deadline. Sussex Direct will indicate where a late submission is permitted.

Under the University’s regulations, work that is submitted up to 24 hours late incurs a penalty deduction of 5 percentage points (not 5% of the actual mark). Work submitted up to 7 days late incurs a penalty deduction of 10 percentage points (not 10% of the actual mark).

No work can be submitted (electronically or in hard copy) more than 7 days after the deadline.

**9. What if I have a reasonable adjustment?**

If you have an extension to a deadline agreed as a reasonable adjustment for an assessment which is submitted electronically, then you will be able to submit electronically up until your extended deadline. The only circumstance in which you can submit a hard copy of an assessment that is designated for electronic submission is if this is agreed as part of your reasonable adjustment. After your extended deadline has passed you cannot submit either electronically or in hard copy.

If you have an alternative mode of assessment agreed as a reasonable adjustment, you will submit at the School Office.

**10. What if IT or technical problems prevent me from submitting electronically?**

You are responsible for ensuring assessed work is submitted on time. IT or technical problems are not valid as mitigating evidence for late or non-submission.

If system failure on the University side prevents students from submitting on time, then the University will ensure that students are not disadvantaged, for example by adjusting the deadline.

**11. What if I submit the wrong file?**

When you submit a file, you are reminded to ensure you have selected the correct one. It is your responsibility to check carefully that you are submitting the correct file in the correct format.

If you do submit the wrong file and the deadline has not yet passed, then you may re-submit your file.

If, however, the deadline has passed, you will not be able to re-submit either electronically or to the School Office, and the original file you submitted will be marked. This may result in a low or fail mark depending on what you have submitted.

The University’s regulations give students opportunities to retrieve academic failure as set out in the frequently asked questions on examination and assessment.

**12. How do I access my feedback?**

You will access your feedback through your My Course and My Feedback pages. Further information is provided here: [www.sussex.ac.uk/tel/submission](http://www.sussex.ac.uk/tel/submission).